

<p style="text-align: center;"><b>CITY OF BEAVERTON</b> <b>Emergency Management Program Coordinator</b></p>
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### **General Summary**

Perform a wide range of emergency management functions, including project management, research, training, public education and coordinate committees, task forces and volunteers. Manage and administer the City's Community Emergency Response Team (CERT) Program. May serve as Emergency Program Manager in his/her absence.

### **Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Assist in planning for emergency preparedness, mitigation, response and recovery. Develop and maintain the City's preparedness, emergency response and recovery plan, and business continuity plans. Assist in overseeing the readiness of the City's emergency operations center (EOC). Includes developing and /or conducting training for EOC staff.
2. Assist in the design, planning, coordinating, and execution of tabletop, functional and full-scale city and regional exercises to test departmental and city-wide disaster and emergency response and recovery operations and procedures.
3. Coordinate the development of hazmat plans in accordance with local, state and federal emergency planning regulations.
4. Monitor developing conditions or incidents, which may impact the City. Respond to incidents or provide support to the emergency operations center if activated. Assume position of incident commander as needed.
5. Develop and monitor the City's disaster interoperable communications plan.
6. Maintain and administer the City's CERT Program to include the development of training courses, exercises and operational procedures. Coordinate and conduct CERT training including developing and maintaining education and training materials, and coordinate additional instructors as needed. Coordinate the development and conduct of exercises that will involve CERT members. Establish program policies and procedures for utilizing volunteers during emergencies.
7. Conduct outreach and marketing activities to publicize the CERT program and recruit, select and supervise CERT volunteers. This will include the development of brochures, news articles, press releases and making public presentation. Promote emergency preparedness public education programs through press releases, public appearances, school activities, etc.

8. Develop partnerships with the private sector for CERT support and establish and maintain ongoing liaison with community groups and stakeholders to included NAC's, TVF&R, and neighboring communities that have CERT programs.
9. Represent the City with federal, state, local agencies, community and professional groups regarding all aspect of the City Emergency Management program.
10. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met. Prepare reports and recommendations. Assist in the preparation and monitoring of division budget.
11. Serve as a model for accomplishing City's vision and goals. Model and promote an environment that supports the highest quality results. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
12. Produce an acceptable quantity and quality of work that is completed within established timelines.
13. Represent the City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
14. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
15. Participate in the City Emergency management program including classes, training sessions and emergency events.
16. Follow standards as outlined in the Employee Handbook.
17. Support and respect diversity in the workplace.

### **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Act as Emergency Manager in his or her absence
3. Perform related duties of a similar scope and nature.

### **Knowledge Required for Entry**

- ◆ Advanced knowledge of practices and principles of volunteer management.
- ◆ Advanced knowledge of practices and principles of public education and training.
- ◆ Advanced knowledge of project management including tracking and reporting performance measures and costs.
- ◆ Advanced knowledge of practices and principles of emergency management.
- ◆ Advanced knowledge of the incident command system.

- ◆ Advanced knowledge of the National Incident Management System (NIMS).
- ◆ Basic knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Advanced knowledge of the laws and regulations governing emergency management, emergency management programs, and CERT programs.
- ◆ Basic understanding of strategic planning methods with an emphasis on services related to emergency preparedness, mitigation, response and recovery.
- ◆ Basic knowledge of public purchasing and contracting laws and regulations Advanced knowledge of practices and principles of volunteer management.

### **Skills/Abilities Required for Entry**

- ◆ Advanced ability to market programs to diverse groups including the development of marketing materials.
- ◆ Strong ability in program management, administration and evaluation.
- ◆ Strong ability to facilitate and coordinate the work of municipal groups.
- ◆ Strong ability in conceptual analysis, and policy/program development and implementation related to emergency management program.
- ◆ Strong ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to demonstrate leadership behavior to employees, volunteers, contractors, public officials, other agencies, customers and the general public, especially during critical emergency incidents.
- ◆ Strong ability to establish and maintain effective working relationships with volunteers, employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to develop and present training.
- ◆ Strong ability to make presentations and develop reports that may include technical information.
- ◆ Strong Ability to use word-processing, spreadsheet programs or other application software as required for position.
- ◆ Strong ability to assess emergency preparedness in program components.
- ◆ Ability to develop and maintain program materials including education materials.
- ◆ Ability to apply excellent internal and external customer service skills.

### **Minimum Qualifications Required for Entry**

Bachelor's degree in education, public administration, emergency management or related field and at least 2 years experience in volunteer management, public education or emergency management, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

## **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ CEM or related state-level emergency management certification and completion of CERT Train-the-Trainer Course is desired.

## **Working Conditions**

Regular focus on a computer screen; daily precise control of fingers and hand movements; daily standing for prolonged periods; weekly stooping, bending, turning, twisting, crouching, reaching, crawling, kneeling, climbing or balancing; occasional use of protective gear or clothing; occasional exposure to equipment with crushing potential; occasional dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; occasional operation of a motor vehicle on public roads.

## **Classification History**

Created: 6/2006

Revised: 1/1/09

Status: M2

FLSA: Exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date